

**DUTY STATEMENT**

CEC-004 (Revised 01/2019)

CALIFORNIA ENERGY COMMISSION



<b>Classification:</b> Energy Commission Specialist II (TED)	<b>Position No.</b> 535-151-4185-001
<b>CBID:</b> R10	<b>Office:</b> Compliance Assistance and Enforcement
<b>Date Prepared:</b> January 18, 2019	<b>Division:</b> Executive
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

**CONFLICT OF INTEREST STATEMENT**

This position is designated under the Conflict of Interest Code: YES ☒ NO ☐

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

Under the general direction and supervision of the Energy Resources Specialist III (Supervisory) of the Office of Compliance Assistance and Enforcement (OCAE) within the Executive Office, the Energy Commission Specialist II will conduct investigation and enforcement activities related to alleged violations of the Appliance Efficiency Standards. Incumbent will provide expert guidance on highly complex and technical problems; and provide expert consultation services within the service area of expertise. Duties include: contract and project management; monitoring and reviewing data generated from surveys and testing, conducting the most complex and technical case investigations and enforcement actions; coordination with policy committees, technical and legal staff, manufacturers, trade associations, federal government, national laboratories, industry experts, public and standards advocacy groups on issues associated with the enforcement of state and federal regulations. The incumbent will primarily work on the Appliance Efficiency Enforcement Program and other related enforcement work in other divisions throughout the Energy Commission, as needed.

**DUTIES AND RESPONSIBILITIES:**

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%.
25%	Serve as a lead or co-lead technical specialist and work with the Efficiency Division staff and management and Energy Commission attorneys on identification of targets for investigation (e.g., retailers, distributors and manufacturers) and provide expert technical guidance, analysis, direction, and coordination of the most sensitive and complex efforts to turn these leads into investigations. This includes use of leads submitted to the Energy Commission by third parties, field work, laboratory testing, use of the market survey results generated by the Energy Commission's outside consultant(s), and internal development of leads. Review, provide complex technical analysis, and assess the energy efficiency of buildings and appliances. Develop new methodologies and models, as needed, to address energy test laboratory and product manufacturers, distributors and retailers non-compliance. Analyze and report the energy savings that have accrued from the implementation of the energy efficiency building standards, appliance standards and other conservation programs. May also serve as project leader. (E)
25%	Work with advisory groups and provide expert consultation services to develop compliance assistance materials and provide training to industry to facility compliance with the applicable energy efficiency standard. Prepare and maintain the more sensitive compliance assistance and enforcement documents (e.g. manufacturer, distributor and retailer contact letters, warning notices and advisories, notices of violation, and other correspondence). Schedule and conduct the more sensitive and complex settlement

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	conferences. Coordinate litigation efforts, as needed. Develop and maintain suitable record-keeping protocols and files (electronic and hardcopy) and mentor staff in their proper use. (E)
15%	Gather evidence to support case investigations through internet searches, field work and communications with market participants on compliance enforcement violations. Work in collaboration with the lead project and contract manager for the Energy Commission's contract with the California State University, Sacramento Engineering Energy Efficiency Test Laboratory. (E)
15%	Serve as a liaison between the Efficiency Division and the OCAE to coordinate and collaborate on all appliance efficiency regulations and enforcement database issues. Coordinate and communicate with local, State, and Federal agencies, energy and environmental advocacy groups, and building and appliance industry representatives regarding energy efficiency. Assist with implementing an audit program for manufacturer test laboratories to ensure they are testing in accordance with the applicable regulations and test procedures. (E)
15%	Prepare documents for administrative and judicial processes (such as case investigation reports, written testimony, etc.), and assist attorneys with developing facts for incorporation in legal documents (e.g. complaints, answers, motions, briefs, interrogatories, proposed decisions, etc.) used in Energy Commission and Office of Administrative Hearings proceedings and possibly at state trial or appellate court hearings. Testify in these adjudicatory hearings as needed. (E)
5%	Perform other duties as required consistent with the specifications of this classification. (M)

**WORKING CONDITIONS:**

The work is performed primarily in an office, conference room, and hearing room environment. It may require standing and walking, as well as sitting for long periods of time. Some travel is required to attend off-site meetings or participate in conferences, workshops, test lab audits, and hearings. Additional hours beyond an eight-hour workday or 40-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, WebEx, and Internet browsers.

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
_____ Vacant Energy Commission Specialist II (TED)	_____ Lea Haro Energy Resources Specialist III (Supervisory)
Date	Date